

# Minutes for Membership Committee

10-Feb-2016

## Committee Reports:

### 1. Board Report and Committee Action Items – Jen

- Discussing meeting format/frequency. Working on proposal to shift from regular meeting style to different styles. One would be a 2-full day plenary and the other would be more training focused. Committee – nothing wrong with current format but “pros” for changes.
- Send Jen our thoughts or comments – if any by the end of the week.

### 2. Sub-Committee Reports

#### • Networking – Adriene

##### i. How did contact with other committees go?

1. 12 “requests” were sent by PDC to other committee chairs.
2. Four responses back - the email was forwarded to other committees’ members
3. Did get a volunteer to help with lunches.

##### ii. All information on the Meeting Page – Done per Lori

##### iii. Networking Lunches –

1. Covered for Spring – 4 solid facilitators: Ryan, Paula, Dr. Luc and Jin Sung.
2. Idea for upcoming meetings from Ann Thompson.
  - a. Suggestion is to have the map and locations marked in advance and put inside the plenary folders.
  - b. Current President would announce the information is available and suggest that members ask their “table mates” to go to lunch.
  - c. This would be an option should we have limited Committee presence at a meeting.
  - d. Discussion idea at next meeting and vote.

##### iv. Dinners

##### 1. Covered for Spring: Dr. Luc, Paula and Jin Sung

##### 2. Reservation Issue –

- a. Make reservations under SCHC rather than a person’s name.
- b. Hosts for the dinners need to call and confirm the number of participants the day of their dinner.
  - i. This should not be Lori.
  - ii. Contact Hosts for Spring Meeting with this information.

#### • Awards – Terrae/Paula/Jen –

##### 1. Lifetime Achievement – Denese Deeds –

- a. Discussion. Motion: Ryan. 2<sup>nd</sup>: Dr.Luc. Voice vote - passed.
- b. Submit to Board for review

##### 2. Outstanding Service – Pam Kreis -

- a. Corrected name of award to Outstanding Server rather than Distinguished Service
- b. Discussion. Motion: Ryan. 2<sup>nd</sup>: Dr.Luc. Voice vote - passed.
- c. Submit to Board for review

3. Outstanding Volunteer – Elaine Freeman –
  - a. Discussion. Motion: Jen. 2<sup>nd</sup>: Adriene. Voice vote – passed.
  - b. Certificate needs prepared and printed for Spring meeting. Who does this?
  - c. Gift certificate purchased after money approved by Board. Jen will ask the Board for the money.
  - d. Will be recognized at the Spring Meeting.
- Membership – Steve/Adriene
  - i. Registry list contacts – Adriene/Paula
    1. Calls to be made to non-members from the list of AIHA exam registrants. There are about 20 names.
    2. Adriene – made some calls and left messages. 1 person – interested.
    3. Paula – to start calling this week.
  - ii. Eric Boelhouwer – other ideas
    1. Paula will meet with him and discuss
    2. Will come back to committee to review and discuss.
- Website – Ryan
  - i. Awards
    1. Phrases need added to a space just before the link: “This section is not complete. If you are aware of previous winners, then please contact the Membership Committee” and “Known as of Dec 8, 2015”.
      - a. Ryan - Phrase has to be added. Location could be tricky
    2. Can this link or information be added to the “opening” SCHC webpage?
      - a. Ryan will follow up.
    3. Awards – need to double check wording on the website list.
- Mentoring
  - i. Board approval given for interest email.
    1. Content of email – Dr. Luc –
      - a. Sent to Paula in an email to review
      - b. Board gave the ok to do an email blast. This is in replace of the paper request from a previous meeting.
      - c. Survey Monkey suggested as it will allow for easy answer and report generation.
        - i. Dr. Luc will develop and send to just our committee for review.
        - ii. Jen will follow up with Board should we need it for the survey and reports.
- Additional Items
  - i. Spring Meeting –
    1. Who is going? Ryan, Paula, Jen, Dr. Luc and maybe Rick
    2. Slides Update
      - a. No award winners listed – will see it before announced.
      - b. Paula will update slides for spring meeting.

ii. Standard Practices

1. Update begun. Draft to Jen soon.

In Attendance:

Jen Mahoney, Dr. Luc Seguin, Adriene Bop, Ryan Knoblach, Rick LaCroix, Terrae Moss, Paula Reavis

Motion to Close: Dr. Luc

2<sup>nd</sup>: Jen

Passed by voice vote